



**DADE COUNTY, MISSOURI  
TWO YEARS ENDED DECEMBER 31, 2000**

**From The Office Of State Auditor  
Claire McCaskill**

**Report No. 2002-21  
March 12, 2002  
[www.auditor.state.mo.us](http://www.auditor.state.mo.us)**

# AUDIT REPORT



Office Of The  
State Auditor Of Missouri  
Claire McCaskill

March 2002

**IMPORTANT:** The Missouri State Auditor is required by Missouri law to conduct audits only once every four years in counties, like Dade, which do not have a county auditor. However, to assist such counties in meeting federal audit requirements, the State Auditor will also provide a financial and compliance audit of various county operating funds every two years. This voluntary service to Missouri counties can only be provided when state auditing resources are available and it does not interfere with the State Auditor's constitutional responsibility of auditing state government.

Once every four years, the State Auditor's statutory audit will cover additional areas of county operations, as well as the elected county officials, as required by Missouri's Constitution.

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This audit of Dade County included additional areas of county operations, as well as the elected county officials. The following concerns were noted as part of the audit:

- Several concerns were noted related to the county budget documents, including some funds not budgeted, overspending budgeted amounts, and not including beginning and ending cash amounts. Minutes of closed meetings have not been maintained.
- Bids were not always solicited or advertised by the county nor was bid documentation always retained. As noted in a prior report, the county overpaid an engineering firm \$5,461 and has done nothing to pursue collection of the money due the county.
- The health center financial condition has declined over the last several years. Disbursements have exceeded receipts for the last four years. Numerous concerns were noted with the health center's budgets, including incorrect cash balances, receipts and disbursements.

Other recommendations include improvements needed related to the cash controls, leave records, and fixed asset records. In addition, the health center does not have a depositary agreement with its depositary bank and the board does not publish annual financial statements.

Also included in the audit are recommendations related to personnel policies and fixed assets. The audit also suggested improvements in the controls and procedures of the County Clerk, Ex Officio County Collector, Circuit Clerk, Ex Officio Recorder of Deeds, Sheriff and Prosecuting Attorney.

**All reports are available on our website: [www.auditor.state.mo.us](http://www.auditor.state.mo.us)**

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## FINANCIAL SECTION

## State Auditor's Reports



**CLAIRE C. McCASKILL**  
**Missouri State Auditor**

**INDEPENDENT AUDITOR'S REPORT ON  
THE FINANCIAL STATEMENTS**

To the County Commission  
and  
Officeholders of Dade County, Missouri

We have audited the accompanying special-purpose financial statements of various funds of Dade County, Missouri, as of and for the years ended December 31, 2000 and 1999, as identified in the table of contents. These special-purpose financial statements are the responsibility of the county's management. Our responsibility is to express an opinion on these special-purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the special-purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the special-purpose financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The accompanying special-purpose financial statements were prepared for the purpose of presenting the receipts, disbursements, and changes in cash of various funds of Dade County, Missouri, and comparisons of such information with the corresponding budgeted information for various funds of the county and are not intended to be a complete presentation of the financial position and results of operations of those funds or of Dade County.

In our opinion, the special-purpose financial statements referred to in the first paragraph present fairly, in all material respects, the receipts, disbursements, and changes in cash of various funds of Dade County, Missouri, and comparisons of such information with the corresponding

budgeted information for various funds of the county as of and for the years ended December 31, 2000 and 1999, in conformity with the comprehensive basis of accounting discussed in Note 1, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we also have issued our report dated December 10, 2001, on our consideration of the county's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

The accompanying History, Organization, and Statistical Information is presented for informational purposes. This information was obtained from the management of Dade County, Missouri, and was not subjected to the auditing procedures applied in the audit of the special-purpose financial statements referred to above.



Claire McCaskill  
State Auditor

December 10, 2001 (fieldwork completion date)

The following auditors participated in the preparation of this report:

Director of Audits:	Thomas J. Kremer, CPA
Audit Manager:	David Holtmann, CPA
In-Charge Auditor:	Amy Fast
Audit Staff:	Sandi OHern, CPA
	Troy Royer
	Curt Gannon





**CLAIRE C. McCASKILL**  
**Missouri State Auditor**

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the County Commission  
and  
Officeholders of Dade County, Missouri

We have audited the special-purpose financial statements of various funds of Dade County, Missouri, as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated December 10, 2001. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the special-purpose financial statements of various funds of Dade County, Missouri, are free of material misstatement, we performed tests of the county's compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted certain immaterial instances of noncompliance which are described in the accompanying Management Advisory Report.

Internal Control Over Financial Reporting

In planning and performing our audit of the special-purpose financial statements of various funds of Dade County, Missouri, we considered the county's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the special-purpose financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not

necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the special-purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting which are described in the accompanying Management Advisory Report.

This report is intended for the information of the management of Dade County, Missouri, and other applicable government officials. However, this report is a matter of public record and its distribution is not limited.

A handwritten signature in black ink, reading "Claire McCaskill". The signature is fluid and cursive, with the first name "Claire" and last name "McCaskill" clearly distinguishable.

Claire McCaskill  
State Auditor

December 10, 2001 (fieldwork completion date)

## Financial Statements

Exhibit A

DADE COUNTY, MISSOURI  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - VARIOUS FUNDS  
YEAR ENDED DECEMBER 31, 2000

Fund	Cash, January 1	Receipts	Disbursements	Cash, December 31
General Revenue	\$ 410,172	486,623	530,328	366,467
Special Road and Bridge	204,654	627,658	634,507	197,805
Assessment	7,841	82,777	86,186	4,432
Law Enforcement	823	426,945	427,229	539
Law Enforcement Training	1,495	1,827	1,229	2,093
Prosecuting Attorney Bad Check	3,524	7,504	5,257	5,771
Prosecuting Attorney Training	2,019	426	1,049	1,396
Health Center	46,407	205,278	235,179	16,506
Recorder User Fees	7,522	8,767	225	16,064
Law Library	339	5,679	4,619	1,399
Circuit Clerk Interest	13,437	4,022	2,823	14,636
Prosecuting Attorney Delinquent Tax	1,687	250	0	1,937
Domestic Violence	619	167	585	201
Total	\$ 700,539	1,857,923	1,929,216	629,246

The accompanying Notes to the Financial Statements are an integral part of this statement.

Exhibit A

DADE COUNTY, MISSOURI  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - VARIOUS FUNDS  
YEAR ENDED DECEMBER 31, 1999

Fund	Cash, January 1	Receipts	Disbursements	Cash, December 31
General Revenue	\$ 450,378	421,750	461,956	410,172
Special Road and Bridge	280,382	570,479	646,207	204,654
Assessment	24,343	76,874	93,376	7,841
Law Enforcement	28,318	391,748	419,243	823
Law Enforcement Training	1,569	3,083	3,157	1,495
Prosecuting Attorney Bad Check	733	5,637	2,846	3,524
Prosecuting Attorney Training	1,908	443	332	2,019
Health Center	68,259	191,916	213,768	46,407
Recorder User Fees	4,280	4,087	845	7,522
Law Library	9	3,137	2,807	339
Circuit Clerk Interest	9,265	4,334	162	13,437
Prosecuting Attorney Delinquent Tax	1,470	217	0	1,687
Domestic Violence	370	249	0	619
Total	\$ 871,284	1,673,954	1,844,699	700,539

The accompanying Notes to the Financial Statements are an integral part of this statement.

## Exhibit B

## DADE COUNTY, MISSOURI

## COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL - VARIOUS FUNDS

	Year Ended December 31,					
	2000			1999		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b><u>TOTALS - VARIOUS FUNDS</u></b>						
RECEIPTS	\$ 2,119,198	1,857,506	(261,692)	1,689,617	1,656,854	(32,763)
DISBURSEMENTS	2,368,460	1,928,631	439,829	1,840,098	1,835,395	4,703
RECEIPTS OVER (UNDER) DISBURSEMENTS	(249,262)	(71,125)	178,137	(150,481)	(178,541)	(28,060)
CASH, JANUARY 1	709,687	698,233	(11,454)	851,558	855,960	4,402
CASH, DECEMBER 31	460,425	627,108	166,683	701,077	677,419	(23,658)
<b><u>GENERAL REVENUE FUND</u></b>						
RECEIPTS						
Property taxes	75,500	90,123	14,623	70,900	60,515	(10,385)
Sales taxes	195,000	229,901	34,901	175,000	217,113	42,113
Intergovernmental	66,874	41,038	(25,836)	60,600	38,720	(21,880)
Charges for services	68,050	79,175	11,125	73,200	72,660	(540)
Interest	12,255	27,684	15,429	25,974	22,384	(3,590)
Other	8,050	10,155	2,105	14,400	10,358	(4,042)
Transfers in	7,000	8,547	1,547	14,000	0	(14,000)
Total Receipts	432,729	486,623	53,894	434,074	421,750	(12,324)
DISBURSEMENTS						
County Commission	58,500	57,988	512	58,800	58,524	276
County Clerk	43,240	42,522	718	44,740	43,048	1,692
Elections	31,200	29,443	1,757	13,900	10,599	3,301
Buildings and grounds	154,804	66,743	88,061	41,905	72,205	(30,300)
Employee fringe benefits	29,525	25,285	4,240	26,300	27,648	(1,348)
County Treasurer and Ex-Officio Collector	46,271	46,301	(30)	48,271	47,290	981
Ex Officio Recorder of Deeds	19,715	19,748	(33)	14,698	10,648	4,050
Associate Circuit (Probate)	23,840	23,568	272	24,840	22,501	2,339
Public Administrator	6,054	9,784	(3,730)	5,600	5,432	168
Insurance	7,000	6,079	921	7,500	5,270	2,230
University extension	28,503	28,503	0	29,506	28,606	900
LEPC	10,580	11,064	(484)	10,000	12,787	(2,787)
Other	19,000	20,300	(1,300)	15,700	22,898	(7,198)
Transfers out	164,000	143,000	21,000	110,000	94,500	15,500
Emergency Fund	12,982	0	12,982	13,022	0	13,022
Total Disbursements	655,214	530,328	124,886	464,782	461,956	2,826
RECEIPTS OVER (UNDER) DISBURSEMENTS	(222,485)	(43,705)	178,780	(30,708)	(40,206)	(9,498)
CASH, JANUARY 1	410,172	410,172	0	450,378	450,378	0
CASH, DECEMBER 31	187,687	366,467	178,780	419,670	410,172	(9,498)

## Exhibit B

## DADE COUNTY, MISSOURI

## COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL - VARIOUS FUNDS

	Year Ended December 31,					
	2000			1999		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b><u>SPECIAL ROAD AND BRIDGE FUND</u></b>						
RECEIPTS						
Property taxes	26,394	26,395	1	25,305	10,617	(14,688)
Intergovernmental	865,618	577,081	(288,537)	545,616	535,380	(10,236)
Interest	9,564	16,656	7,092	7,792	14,642	6,850
Other	7,500	7,526	26	7,000	9,840	2,840
Total Receipts	909,076	627,658	(281,418)	585,713	570,479	(15,234)
DISBURSEMENTS						
Salaries	10,450	9,300	1,150	19,200	13,050	6,150
Employee fringe benefits	920	256	664	1,900	238	1,662
Supplies	2,300	1,036	1,264	2,750	1,936	814
Insurance	700	0	700	1,000	0	1,000
Road and bridge materials	151,000	112,922	38,078	145,000	204,278	(59,278)
Equipment purchases	2,500	11,743	(9,243)	25,000	1,325	23,675
Construction, repair, and maintenance	721,618	226,234	495,384	455,000	160,919	294,081
Distributions to townships and road districts	0	263,587	(263,587)	0	263,712	(263,712)
Other	1,000	781	219	1,000	749	251
Transfers out	12,000	8,648	3,352	14,000	0	14,000
Total Disbursements	902,488	634,507	267,981	664,850	646,207	18,643
RECEIPTS OVER (UNDER) DISBURSEMENTS	6,588	(6,849)	(13,437)	(79,137)	(75,728)	3,409
CASH, JANUARY 1	204,654	204,654	0	280,382	280,382	0
CASH, DECEMBER 31	211,242	197,805	(13,437)	201,245	204,654	3,409
<b><u>ASSESSMENT FUND</u></b>						
RECEIPTS						
Intergovernmental	77,930	67,047	(10,883)	67,624	71,024	3,400
Charges for services	450	697	247	1,340	485	(855)
Interest	1,778	0	(1,778)	2,297	1,778	(519)
Other	500	33	(467)	439	587	148
Transfers in	6,000	15,000	9,000	0	3,000	3,000
Total Receipts	86,658	82,777	(3,881)	71,700	76,874	5,174
DISBURSEMENTS						
Assessor	92,180	86,186	5,994	92,180	93,376	(1,196)
Total Disbursements	92,180	86,186	5,994	92,180	93,376	(1,196)
RECEIPTS OVER (UNDER) DISBURSEMENTS	(5,522)	(3,409)	2,113	(20,480)	(16,502)	3,978
CASH, JANUARY 1	7,841	7,841	0	24,343	24,343	0
CASH, DECEMBER 31	2,319	4,432	2,113	3,863	7,841	3,978

## Exhibit B

## DADE COUNTY, MISSOURI

## COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL - VARIOUS FUNDS

	Year Ended December 31,					
	2000			1999		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b><u>LAW ENFORCEMENT FUND</u></b>						
RECEIPTS						
Sales taxes	210,000	205,818	(4,182)	190,000	212,042	22,042
Intergovernmental	47,500	43,884	(3,616)	48,300	48,295	(5)
Charges for services	20,600	31,691	11,091	39,100	19,879	(19,221)
Interest	0	0	0	1,327	417	(910)
Other	20,500	17,552	(2,948)	10,500	19,615	9,115
Transfers in	158,000	128,000	(30,000)	110,000	91,500	(18,500)
Total Receipts	456,600	426,945	(29,655)	399,227	391,748	(7,479)
DISBURSEMENTS						
Sheriff	328,494	309,930	18,564	294,748	294,751	(3)
Prosecuting Attorney	79,435	76,881	2,554	77,993	79,674	(1,681)
Juvenile Officer	19,140	15,499	3,641	23,605	18,880	4,725
Coroner	1,530	1,530	0	1,530	1,530	0
Fringe benefits	25,575	23,389	2,186	27,610	24,408	3,202
Total Disbursements	454,174	427,229	26,945	425,486	419,243	6,243
RECEIPTS OVER (UNDER) DISBURSEMENTS	2,426	(284)	(2,710)	(26,259)	(27,495)	(1,236)
CASH, JANUARY 1	823	823	0	28,318	28,318	0
CASH, DECEMBER 31	3,249	539	(2,710)	2,059	823	(1,236)
<b><u>LAW ENFORCEMENT TRAINING FUND</u></b>						
RECEIPTS						
Charges for services	2,500	1,827	(673)			
Total Receipts	2,500	1,827	(673)			
DISBURSEMENTS						
Sheriff	3,000	1,229	1,771			
Total Disbursements	3,000	1,229	1,771			
RECEIPTS OVER (UNDER) DISBURSEMENTS	(500)	598	1,098			
CASH, JANUARY 1	1,495	1,495	0			
CASH, DECEMBER 31	995	2,093	1,098			
<b><u>PROSECUTING ATTORNEY BAD CHECK FUND</u></b>						
RECEIPTS						
Charges for services	4,000	7,504	3,504			
Total Receipts	4,000	7,504	3,504			
DISBURSEMENTS						
Prosecuting Attorney	5,000	5,257	(257)			
Total Disbursements	5,000	5,257	(257)			
RECEIPTS OVER (UNDER) DISBURSEMENTS	(1,000)	2,247	3,247			
CASH, JANUARY 1	3,524	3,524	0			
CASH, DECEMBER 31	2,524	5,771	3,247			



## Exhibit B

## DADE COUNTY, MISSOURI

## COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL - VARIOUS FUNDS

	Year Ended December 31,					
	2000			1999		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b><u>PROSECUTING ATTORNEY TRAINING FUND</u></b>						
RECEIPTS						
Charges for services	1,892	426	(1,466)			
Total Receipts	1,892	426	(1,466)			
DISBURSEMENTS						
Prosecuting Attorney	1,400	1,049	351			
Total Disbursements	1,400	1,049	351			
RECEIPTS OVER (UNDER) DISBURSEMENTS	492	(623)	(1,115)			
CASH, JANUARY 1	0	2,019	2,019			
CASH, DECEMBER 31	492	1,396	904			
<b><u>HEALTH CENTER FUND</u></b>						
RECEIPTS						
Property taxes	63,149	68,272	5,123	57,000	61,912	4,912
Intergovernmental	85,690	91,512	5,822	96,945	98,213	1,268
Charges for services	5,881	5,755	(126)	5,000	5,415	415
Interest	3,554	3,262	(292)	2,500	3,404	904
Other	57,419	36,477	(20,942)	33,458	22,972	(10,486)
Total Receipts	215,693	205,278	(10,415)	194,903	191,916	(2,987)
DISBURSEMENTS						
Salaries and fringe benefits	170,820	179,515	(8,695)	153,500	175,855	(22,355)
Office expenditures	7,965	11,479	(3,514)	9,300	8,568	732
Equipment and supplies	50,769	27,035	23,734	15,000	22,454	(7,454)
Mileage and training	5,000	12,163	(7,163)	10,000	2,768	7,232
Other	6,500	4,987	1,513	5,000	4,123	877
Total Disbursements	241,054	235,179	5,875	192,800	213,768	(20,968)
RECEIPTS OVER (UNDER) DISBURSEMENTS	(25,361)	(29,901)	(4,540)	2,103	(21,852)	(23,955)
CASH, JANUARY 1	73,656	46,407	(27,249)	68,137	68,259	122
CASH, DECEMBER 31	48,295	16,506	(31,789)	70,240	46,407	(23,833)
<b><u>RECORDER USER FEES FUND</u></b>						
RECEIPTS						
User fees	3,900	8,767	4,867	4,000	4,087	87
Total Receipts	3,900	8,767	4,867	4,000	4,087	87
DISBURSEMENTS						
Ex-Officio Recorder of Deeds	3,000	225	2,775	0	845	(845)
Total Disbursements	3,000	225	2,775	0	845	(845)
RECEIPTS OVER (UNDER) DISBURSEMENTS	900	8,542	7,642	4,000	3,242	(758)
CASH, JANUARY 1	7,522	7,522	0	0	4,280	4,280
CASH, DECEMBER 31	8,422	16,064	7,642	4,000	7,522	3,522

Exhibit B

DADE COUNTY, MISSOURI

COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH - BUDGET AND ACTUAL - VARIOUS FUNDS

	Year Ended December 31,					
	2000			1999		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b><u>LAW LIBRARY FUND</u></b>						
RECEIPTS						
Charges for services	3,150	5,679	2,529			
Total Receipts	3,150	5,679	2,529			
DISBURSEMENTS						
Law library	2,900	4,619	(1,719)			
Total Disbursements	2,900	4,619	(1,719)			
RECEIPTS OVER (UNDER) DISBURSEMENTS	250	1,060	810			
CASH, JANUARY 1	0	339	339			
CASH, DECEMBER 31	250	1,399	1,149			
<b><u>CIRCUIT CLERK INTEREST FUND</u></b>						
RECEIPTS						
Interest	3,000	4,022	1,022			
Total Receipts	3,000	4,022	1,022			
DISBURSEMENTS						
Circuit Clerk	8,050	2,823	5,227			
Total Disbursements	8,050	2,823	5,227			
RECEIPTS OVER (UNDER) DISBURSEMENTS	(5,050)	1,199	6,249			
CASH, JANUARY 1	0	13,437	13,437			
CASH, DECEMBER 31	\$ (5,050)	14,636	19,686			

The accompanying Notes to the Financial Statements are an integral part of this statement.

## Notes to the Financial Statements

DADE COUNTY, MISSOURI  
NOTES TO THE FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies

A. Reporting Entity and Basis of Presentation

The accompanying special-purpose financial statements present the receipts, disbursements, and changes in cash of various funds of Dade County, Missouri, and comparisons of such information with the corresponding budgeted information for various funds of the county. The funds presented are established under statutory or administrative authority, and their operations are under the control of the County Commission, an elected county official, or the Health Center Board of Trustees. The General Revenue Fund is the county's general operating fund, accounting for all financial resources except those required to be accounted for in another fund. The other funds presented account for financial resources whose use is restricted for specified purposes.

B. Basis of Accounting

The financial statements are prepared on the cash basis of accounting; accordingly, amounts are recognized when received or disbursed in cash. This basis of accounting differs from accounting principles generally accepted in the United States of America, which require revenues to be recognized when they become available and measurable or when they are earned and expenditures or expenses to be recognized when the related liabilities are incurred.

C. Budgets and Budgetary Practices

The County Commission and other applicable boards are responsible for the preparation and approval of budgets for various county funds in accordance with Sections 50.525 through 50.745, RSMo 2000, the county budget law. These budgets are adopted on the cash basis of accounting.

Although adoption of a formal budget is required by law, the county did not adopt formal budgets for the following funds:

<u>Fund</u>	<u>Years Ended December 31,</u>
Law Enforcement Training Fund	1999
Prosecuting Attorney Bad Check Fund	1999
Prosecuting Attorney Training Fund	1999
Law Library Fund	1999
Circuit Clerk Interest Fund	1999
Prosecuting Attorney Delinquent Tax Fund	2000 and 1999
Domestic Violence Fund	2000 and 1999

Warrants issued were in excess of budgeted amounts for the Prosecuting Attorney Bad Check Fund and Law Library Fund in 2000 and the Assessment Fund, Health Center Fund, and the Recorder User Fees Fund in 1999. Section 50.740, RSMo 2000, prohibits expenditures in excess of the approved budgets.

Section 50.740, RSMo 2000, requires a balanced budget; however, a deficit balance was budgeted in the Circuit Clerk Interest Fund for the year ended December 31, 2000 (although the fund had sufficient cash available that was not reflected on the budget).

#### D. Published Financial Statements

Under Sections 50.800 and 50.810, RSMo 2000, the County Commission is responsible for preparing and publishing in a local newspaper a detailed annual financial statement for the county. The financial statement is required to show receipts or revenues, disbursements or expenditures, and beginning and ending balances for each fund.

However, the county's published financial statements for the years ended December 31, 2000 and 1999, did not include the Health Center Fund, Law Library Fund, and Circuit Clerk Interest Fund.

## 2. Cash

Section 110.270, RSMo 2000, based on Article IV, Section 15, Missouri Constitution, authorizes counties to place their funds, either outright or by repurchase agreement, in U.S. Treasury and agency obligations. In addition, Section 30.950, RSMo 2000, requires political subdivisions with authority to invest in instruments other than depositary accounts at financial institutions to adopt a written investment policy. Among other things, the policy is to commit a political subdivision to the principles of safety, liquidity, and yield (in that order) when managing public funds and to prohibit purchase of derivatives (either directly or through repurchase agreements), use of leveraging (through either reverse repurchase agreements or other methods), and use of public funds for speculation. The county has not adopted such a policy.

In accordance with Statement No. 3 of the Governmental Accounting Standards Board, *Deposits with Financial Institutions, Investments (Including Repurchase Agreements), and Reverse Repurchase Agreements*, disclosures are provided below regarding the risk of potential loss of cash deposits. For the purposes of these disclosures, deposits with financial institutions are demand, time, and savings accounts, including certificates of deposit and negotiable order of withdrawal accounts, in banks, savings institutions, and credit unions.

The county's and the Health Center Board's deposits at December 31, 2000 and 1999, were entirely covered by federal depository insurance or by collateral securities held by the county's or board's custodial bank in the county's or board's name.

Schedule

DADE COUNTY, MISSOURI  
SCHEDULE OF FINDINGS  
YEARS ENDED DECEMBER 31, 2000 AND 1999

This schedule includes no audit findings that *Government Auditing Standards* requires to be reported for an audit of financial statements.



Follow-up on Prior Audit Findings for an  
Audit of Financial Statements Performed in Accordance  
With *Government Auditing Standards*

DADE COUNTY, MISSOURI  
FOLLOW-UP ON PRIOR AUDIT FINDINGS FOR AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS*

In accordance with *Government Auditing Standards*, this section reports the auditor's follow-up on action taken by Dade County, Missouri, on the applicable finding in our prior audit report issued for the two years ended December 31, 1998.

98-1. Budgets

Warrants totaling \$299,432 were issued in excess of budgeted expenditures for the Special Road and Bridge Fund.

RECOMMENDATION:

The County Commission not authorize warrants in excess of budgeted expenditures.

Status:

Partially implemented. The County Commission did not authorize warrants in excess of budgeted expenditures for the Special Road and Bridge Fund. While several county funds not controlled by the County Commission exceeded their budgeted expenditures, the amounts were significantly less than noted above. See MAR finding number 1.

## MANAGEMENT ADVISORY REPORT SECTION

Management Advisory Report -  
State Auditor's Findings

DADE COUNTY, MISSOURI  
MANAGEMENT ADVISORY REPORT -  
STATE AUDITOR'S FINDINGS

We have audited the special-purpose financial statements of various funds of Dade County, Missouri, as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated December 10, 2001.

We also have audited the operations of elected officials with funds other than those presented in the special-purpose financial statements. As applicable, the objectives of this audit were to:

1. Determine the internal controls established over the transactions of the various county officials.
2. Review and evaluate certain other management practices for efficiency and effectiveness.
3. Review certain management practices and financial information for compliance with applicable constitutional, statutory, or contractual provisions.

Our audit was conducted in accordance with applicable standards contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and included such procedures as we considered necessary in the circumstances. In this regard, we reviewed accounting and bank records and other pertinent documents and interviewed various personnel of the county officials.

As part of our audit, we assessed the controls of the various county officials to the extent we determined necessary to evaluate the specific matters described above and not to provide assurance on those controls. With respect to controls, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation and we assessed control risk.

Our audit was limited to the specific matters described in the preceding paragraphs and was based on selective tests and procedures considered appropriate in the circumstances. Had we performed additional procedures, other information might have come to our attention that would have been included in this report.

The accompanying Management Advisory Report presents our findings arising from our audit of the elected county officials referred to above. In addition, this report includes findings other than those, if any, reported in the accompanying Schedule of Findings. These findings resulted from our audit of the special-purpose financial statements of Dade County but do not meet the criteria for inclusion in the written report on compliance and on internal control over financial reporting that is required for an audit performed in accordance with *Government Auditing Standards*.

<b>1. County Procedures</b>
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- A. While the county did a better job in 2000 obtaining budgets for most county funds, formal budgets were not prepared for various county funds for the two years ended December 31, 2000. Chapter 50, RSMo 2000, requires the preparation and filing of annual budgets for all county funds to present a complete financial plan for the ensuing year. By preparing or obtaining budgets for all county funds, the County Commission would be able to more effectively evaluate all financial resources.
- B. Warrants were issued in excess of approved budgeted expenditures in the following funds during the two years ended December 31, 2000:

Fund	Year Ended December 31,	
	2000	1999
Assessment Fund	\$ N/A	1,196
Prosecuting Attorney Bad Check Fund	257	N/A
Health Center Fund	N/A	20,968
Recorder User Fees Fund	N/A	845
Law Library Fund	1,719	N/A

It was ruled in State Ex. Rel. Strong v. Cribb, 364 Mo. 1122, 273 SW2d 246 (1954), that strict compliance with the county budget law is required by county officials.

If there are valid reasons which necessitate excess expenditures, budget amendments should be made following the same process by which the annual budget is approved, including holding public hearings and filing the amended budget with the State Auditor's Office. In addition, Section 50.622, RSMo 2000, provides that counties may amend the annual budget during any year in which the county receives additional funds which could not be estimated when the budget was adopted and that the county shall follow the same procedures required for adoption of the annual budget to amend the budget.

- C. The approved budget documents for several smaller county funds (including budgets prepared by elected officials) revealed the budgets did not always include beginning and ending cash amounts or other beginning and ending available resources.

To be of maximum assistance to the county and to adequately inform the public, the budgets should accurately reflect the anticipated beginning cash balance, receipts, expenditures and ending cash balance.

- D. The County Clerk does not prepare minutes for the closed session of meetings of the County Commission. The County Commission held several closed sessions during the two years ended December 31, 2000, and while the regular minutes did appear to disclose the reason for entering into closed session, minutes were not maintained for

the closed portion of the meeting. In addition, it is not evident that the final disposition of matters discussed in closed meetings is made public. Section 610.021, RSMo 2000, allows the County Commission to close meetings to the extent the meetings relate to certain subjects, including litigation, real estate transactions, and personnel matters, and requires matters discussed in closed meetings to be made public upon final disposition.

Section 51.120, RSMo 2000, requires the County Clerk to keep an accurate record of the orders, rules, and proceedings of the County Commission. Minutes constitute the official record of proceedings of the County Commission. Without adequate minutes, the County Commission cannot demonstrate that actions taken or business conducted during closed sessions relate solely to the specific allowable reason announced for closing the meetings.

- E. The County Commission does not list the specific reason for holding closed sessions on the agendas. Section 610.022, RSMo 2000, requires the county to give adequate notice of a closed meeting in addition to the specific reason for holding a closed meeting.

**WE RECOMMEND** the County Commission:

- A. Ensure budgets are prepared or obtained for all county funds as required by state law.
- B. And the Health Center not authorize warrants in excess of budgeted expenditures.
- C. Ensure all available resources are reflected in the smaller county funds, including budgets prepared by elected officials.
- D. Ensure minutes are prepared, approved, and retained for all closed meetings, and the final disposition of matters discussed in closed meetings is made public as required by state law.
- E. Ensure the specific reasons for the closed sessions is noted in the meeting agendas.

**AUDITEE'S RESPONSE**

*The County Commission provided the following responses:*

- A. *These funds are controlled by other elected officials and the County Commission will attempt to work with these officials to ensure budgets are prepared and submitted.*
- B. *We have made substantial improvements on the funds controlled by the County Commission and will work with the other officials/boards (for funds that we do not control) to adequately monitor their budgets.*

C. *We will have the County Clerk work with the various officials to ensure their budgets include all available resources.*

D&E. *We thought we were compliant with the specific requirements; however, we will review the Sunshine Law to ensure we are providing adequate documentation of all closed meetings.*

<b>2. Expenditures</b>
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- A. Bids were not always solicited or advertised by the county nor was bid documentation always retained for various purchases. Examples of items purchased for which bid documentation could not be located are as follows :

Items purchased	Cost
Fuel	\$ 12,058
Concrete	28,926
Brush Cutting	6,637
Bridge Materials	8,819
Computers	7,202
Bridge Construction	6,300

Section 50.660, RSMo 2000, requires the advertisement for bids for any purchases of \$4,500 or more, from any one person, firm, or corporation during any period of ninety days.

Bidding procedures for major purchases provide a framework for the economical management of county resources and help assure the county that it receives fair value by contracting with the lowest and best bidder. Competitive bidding ensures all interested parties are given an equal opportunity to participate in county business. To show full compliance with state law, documentation of bids should include, at a minimum, a listing of vendors from whom bids were requested, a copy of the request for proposal, a newspaper publication notice when applicable, a copy of all bids received, a summary of the basis and justification for awarding the bid, documentation of all discussions with vendors, and bid specifications designed to encourage competitive bidding. If bids cannot be obtained and sole source procurement is necessary, the official commission minutes should reflect the necessitating circumstances.

- B. As reported in our prior audit for the two years ended December 31, 1996, the county overpaid an engineering firm \$5,461 for engineering services for a bridge project.

The county paid the firm based on individual invoices submitted by the firm. The



overpayment went undetected because the county did not reconcile the individual invoices to the progress invoices submitted by the engineering firm.

While this overpayment was noted in our prior report, the county has done nothing to pursue collection of the money due the county. The county should immediately seek reimbursement for the \$5,461 overpayment.

- C. The county did not always issue IRS Forms 1099-MISC as required. We noted payments to a Special Prosecutor for services totaling \$2,236, engineering services totaling \$7,944, and brush cutting services totaling \$6,637 during 2000 which the county did not issue Forms 1099-MISC. Sections 6041 through 6051 of the Internal Revenue Code require nonemployee payments of at least \$600 or more in one year to an individual or unincorporated business be reported to the federal government on Forms 1099-MISC.

**WE RECOMMEND** the County Commission:

- A. Solicit bids for all purchases in accordance with state law and maintain documentation of bids. If bids cannot be obtained and sole source procurement is necessary, the official commission minutes should reflect the necessitating circumstances.
- B. Immediately seek reimbursement of the \$5,461 overpayment.
- C. Issue IRS Forms 1099-MISC as required by the Internal Revenue Code.

**AUDITEE'S RESPONSE**

*The County Commission provided the following responses:*

- A. *We have solicited bids for all major areas for calendar year 2002 and have retained the applicable documentation.*
- B. *We will pursue the collection of the overpayment including the involvement of the Prosecuting Attorney (if necessary).*
- C. *It is the county's practice to issue 1099's as required; however, these examples have apparently been missed.*

**3.****Personnel Policies and Procedures**

- A. Centralized records of leave balances and leave used and earned are not maintained. Without centralized records, the County Commission cannot ensure that employees' vacation leave, sick leave, and compensatory time balances are accurate and that all employees are treated equitably. Centralized leave records also aid in determining unused vacation leave upon termination of employment.

A similar condition was noted in prior reports.

- B. The county has a comprehensive employee manual that indicates that county positions are to be advertised. However, the policy of advertising for positions is not always followed by the county. We noted one employee of the County Clerk's office was hired without advertising the position as required by the county policy. Following the comprehensive employee manual can help ensure that management's policies are fairly and consistently applied to all current and prospective county employees.
- C. County employees from various offices with access to money are not covered by an employee bond. Properly bonding all persons with access to monies would better protect the county from risk of loss.

**WE RECOMMEND** the County Commission:

- A. Maintain centralized records of leave earned, used, and accumulated for all county employees.
- B. Follow all policies indicated in the county comprehensive employee manual.
- C. Consider obtaining adequate bond coverage for all employees with access to monies.

**AUDITEE'S RESPONSE**

*The County Commission provided the following responses:*

- A. *All officeholders are doing a good job controlling their employee's leave records. We will request the records be forwarded to the County Clerk's office.*
- B. *We intend to follow our policy.*
- C. *We are in the process of obtaining an employee dishonesty bond for all county employees.*

**4.****General Fixed Assets**

The County Commission or its designee is responsible for maintaining a complete detailed record of county property. In addition, each county official or their designee is responsible for performing periodic inventories and inspections. Our review determined that procedures are not adequate to ensure fixed assets purchases are included in the general fixed asset records.

Additions are not always recorded in the property records as they occur and fixed asset purchases per the expenditure records are not reconciled to additions to the property records. Many of the fixed assets purchased during the two years ended December 31, 2000, were not included on the fixed asset records. In addition, most new assets were not consistently numbered, tagged, or otherwise identified as county property. Property control tags should be affixed to all fixed asset items to help improve accountability and to ensure that assets are properly identified as belonging to the county.

Section 49.093, RSMo 2000, provides the county officer of each county department shall annually inspect and inventory county property used by that department with an individual original value of \$250 or more and any property with an aggregate original value of \$1,000 or more. After the first inventory is taken, an explanation of material changes shall be attached to subsequent inventories.

All remaining property not inventoried by a particular department shall be inventoried by the County Clerk. The reports required by this section shall be signed by the County Clerk.

**WE RECOMMEND** the County Commission establish a written policy to the handling and accounting for general fixed assets. In addition to providing guidance on accounting and record keeping, the policy could include necessary definitions, address important dates, establish standardized forms and reports to be used, discuss procedures for handling of asset disposition, and any other concerns associated with county property.

**AUDITEE'S RESPONSE**

*The County Commission indicated they plan to implement during calendar year 2002.*

- A. The County Clerk does not maintain an account book with the Ex Officio County Collector. An account book would summarize all taxes charged to the Ex Officio County Collector and township collectors, monthly collections, delinquent credits, abatements and additions, and protested amounts. An account book, prepared by the County Clerk from aggregate abstracts, court orders, monthly statements of collections, and the tax books, would enable the County Clerk to ensure the amount of taxes charged and credited to the collectors each year is complete and accurate.

Section 51.150(2), RSMo 2000, requires the County Clerk to maintain accounts with all persons chargeable with monies payable into the county treasury. A properly maintained account book could be used by the County Commission to verify the County Collector's annual settlements.

- B. Controls over property tax additions need improvement. Tax book additions are initiated by the County Assessor who assigns an assessed value. The County Clerk then prepares a tax statement of the taxes due, and the appropriate township collector or the Ex Officio County Collector collects the taxes. The additions are added to the tax books by the collectors only when the taxes are paid. As a result, additions that are not paid are not added to the tax books and the collectors are not charged with these amounts.

Sections 137.260 and 137.290, RSMo 2000, require the County Clerk to prepare any additions or corrections to the tax books and charge the collectors with the aggregate amount of taxes contained in the tax books.

In addition to being required by state law, such procedures provide additional controls over the property tax system. The County Clerk should perform his statutory duties to improve the controls in this area.

- C. The County Clerk does not ensure the township road boards financial statements are prepared and published as required by state law. Section 231.290, RSMo 2000, requires the County Clerk to prepare a form to be utilized by the townships to provide a detailed account of their financial activity, along with an inventory of the townships property, which should be published in a local newspaper and filed with the County Clerk. While the townships generally prepared a financial statement and filed it with the county, many of the financial statements did not include a detailed account of the township's receipts and disbursements, as required by Section 231.280, RSMo 2000, and were not published as required by state law.
- D. The County Clerk's Office collects various fees which are held until they are transmitted to the County Treasurer. The following weaknesses were noted.

1. Receipt slips are not issued for some monies received. In addition, some receipts are not posted to the monthly fee sheet.

To ensure monies are properly accounted for and transmitted intact, pre-numbered receipt slips should be issued for all monies received and the composition of receipt slips issued should be reconciled to the composition of transmittals to the County Treasurer. In addition, all receipts should be posted to the monthly fee sheet.

2. Receipts are not transmitted to the County Treasurer on a timely basis. We noted the County Clerk's Office transmitted receipts to the County Treasurer three times in 2000. In addition, receipts from May 2000 to December 2000 were not transmitted until February 2001 and were not transmitted to the County Treasurer intact as cash was withheld for postage (\$790 collected, \$638 transmitted and \$152 used for postage).

To safeguard receipts and reduce the risk of loss, theft, or misuse of funds, receipts should be transmitted to the County Treasurer intact monthly as required by Section 50.360, RSMo 2000. If a petty cash fund is determined to be necessary, it should be kept on an imprest basis and all reimbursements should be supported by vendor invoices or other documentation.

While the County Clerk does not collect a large amount of fees, control weaknesses such as these need to be improved.

Similar conditions to Parts A and B were noted in our prior reports.

**WE RECOMMEND** the County Clerk:

- A. Establish and maintain an account book of the Ex Officio County Collector's and township collector's transactions, and the County Commission make use of this account book to verify the Ex Officio County Collector's annual settlements.
- B. Prepare any additions to the tax books and charge the collectors with the additions at the time the additions are prepared.
- C. Prepare a form to be utilized by the townships that provides a detailed account of the township's financial activity and property. In addition, the County Clerk should ensure all townships file their detailed financial statements with the county and publish in a local newspaper in accordance with state law.
- D.1. Issue pre-numbered receipt slips for all monies received and reconcile the composition of the receipts to the composition of the transmittal to the County Treasurer. In addition, all receipts should be posted to the monthly fee sheet.

2. Transmit all monies to the County Treasurer intact monthly. If a petty cash fund is determined to be necessary, it should be kept on an imprest basis and all reimbursements should be supported by vendor invoices or other documentation.

### **AUDITEE'S RESPONSE**

*The County Clerk provided the following responses:*

- A. *I will work with the County Collector to set up an account book and maintain it on a monthly basis.*
- B. *I will review this with the County Collector and determine how we can accomplish adding these amounts to the tax books.*
- C. *I agree with the recommendation and will address the requirements with each of the townships.*
- D.1. *This has been implemented.*
- D.2. *This will be implemented.*

<b>6. Ex Officio County Collector</b>
---------------------------------------

- A. The Ex Officio County Collector used an incorrect average Proposition C ratio for school collections when computing commission and assessment fund withholdings from state assessed railroad and utility taxes. As a result, approximately \$8,100 is due to the various school districts (\$6,075 from the General Revenue Fund and \$2,025 from the Assessment Fund) for the two years ended February 28 (29), 2001 and 2000.
- B. Surtax collections are to be distributed to various political subdivisions based on percentages derived from a combination of the 1984 merchants' and manufacturing taxes paid and the current assessed valuation for subclass 3 commercial property for each year compared to the 1985 valuation.

The 2000 and 1999 surtax collections were distributed by the Ex Officio County Collector using percentages calculated in 1995. The calculation has not been updated since that time and growth has not occurred in a consistent manner throughout the county.

Section 139.600.3, RSMo 2000, outlines the procedures to be followed to calculate the percentages for distributing surtax. Since significant changes have occurred in the subclass 3 commercial property assessed valuation amounts, political subdivisions have not received the proper allocation of surtax collections.

**WE RECOMMEND** the Ex Officio County Collector:

- A. Recalculate commissions and assessment withholdings related to the various school districts and making corrections for amounts improperly distributed to General Revenue Fund and Assessment Fund. In addition, the Ex Officio County Collector needs to ensure future Proposition C commissions are computed properly.
- B. Calculate the percentages which should have been used for each of the two years ended February 28 (29), 2001 and 2000, and apply these percentages to the respective surtax collections. The newly calculated distributions should be compared to the actual distributions and adjustments made to future distributions.

**AUDITEE'S RESPONSE**

*The Ex Officio County Collector provided the following responses:*

- A. *I have corrected the calculation for the current tax year and will work with the County Clerk and the County Commission in correcting the prior years.*
- B. *This will be done.*

<b>7. Circuit Clerk and Ex Officio Recorder of Deeds</b>
--

A review of the Circuit Court, Associate Court, Probate Court and Ex Officio Recorder of Deeds' Office under the Circuit Clerk's authority disclosed the following concerns:

- A. The Circuit Clerk's office opened one consolidated bank account for the Circuit Court, Associate Division and Probate Division in March 1999. The Court maintains several old bank accounts that are no longer utilized. Monies held in these accounts should be identified and disbursed so that the accounts may be closed. The account balances at December 31, 2000, are as follows:

Circuit Division Account	\$34,398
Associate Division Account	3,362
Child Support Account	1,386

- B. Our review of the Ex Officio Recorder of Deeds' interest account found that only twenty-seven percent of the monthly interest earned is turned over to the County Treasurer.

Interest earned on the Ex Officio Recorder's account represents accountable fees. Section 50.370, RSMo 2000, requires every county official who receives fees for official services to pay such monies monthly to the county treasury.

**WE RECOMMEND** the Circuit Clerk and Ex Officio Recorder of Deeds:

- A. Identify the monies held in the old bank accounts and disburse the monies so that the accounts can be closed.
- B. Ensure all of the interest earned on the Ex Officio Recorder of Deeds' bank account is remitted to the County Treasurer at least monthly.

**AUDITEE'S RESPONSE**

*The Circuit Clerk/Ex Officio Recorder of Deeds provided the following responses:*

- A. I am in the process of transferring all monies (excluding interest) into the consolidated account. I am waiting for assistance from the Office of State Courts Administrator for some reconciling items on the old accounts. I will be using the old Circuit Division Account for all of my interest monies.*
- B. The remaining interest monies have been turned over to the county and we are currently turning over all interest on a monthly basis.*

<b>8. Sheriff's Accounting Controls and Procedures</b>
--

The Sheriff's office collected approximately \$195,000 annually in fees and bonds for the two years ended December 31, 2000.

- A. We noted the following concerns regarding receipts:
  - 1. Receipt slips are not issued for some monies received. Receipt slips are not issued for checks received through the mail, and we noted several cash bonds received for which a receipt slip was not issued.  
  
To adequately account for all receipts, prenumbered receipt slips should be issued for all receipts, and the numerical sequence should be accounted for properly and the composition of receipt slips issued should be reconciled to the composition of deposits.
  - 2. Receipts are not deposited on a timely basis. We noted that deposits were made approximately once a week, and averaged from \$800 to \$1,000 for bonds and \$200 to \$300 for fees. To adequately safeguard receipts and reduce the risk of loss, theft, or misuse of funds, receipts should be deposited daily or when accumulated receipts exceed \$100.
  - 3. Checks and money orders are not restrictively endorsed immediately upon receipt. Instead, the endorsement is applied at the time the deposit is made.



To reduce the risk of loss or misuse of funds, checks and money orders should be restrictively endorsed immediately upon receipt.

4. Receipts are not posted to the cash control ledger on a timely basis. Receipts are posted to the cash control ledger approximately once a week. To ensure accounting records are complete and to assist in the reconciliation process, receipts should be posted to the cash control ledger on a timely basis.
- B. The Sheriff receives commissions each year from calendar sales. The current Sheriff and the former Sheriff did not deposit these monies into a bank account or otherwise account for the monies and indicated the monies were used to pay for equipment and supplies for the office. The current Sheriff received commissions totaling \$445 for the 2001 calendar and has approximately \$300 remaining.

These monies represent accountable fees and should be paid to the County Treasurer as required by Section 50.360, RSMo 2000. The Sheriff should turn over any remaining calendar monies and ensure future payments are remitted to the County Treasurer.

- C. Adequate control over seized property has not been established. A complete log of seized property is not maintained and periodic inventories of the property on hand are not conducted.

Considering the often sensitive nature of the seized property, adequate internal controls are essential and would significantly reduce the risk of theft or misuse of the stored items. An inventory control record should include information such as description, persons involved, current location, case number, and disposition of such property. Officers should be required to sign the inventory record each time evidence is removed from the room. In addition, periodic physical inventories should be performed and the results compared to the inventory records to ensure that seized property is accounted for properly.

- D. The Sheriff's department maintains a fuel tank for patrol vehicles. Although fuel use is logged, fuel usage noted on the log is not reconciled to fuel purchased. To reduce the risk of loss, misuse, or theft, fuel usage should be reconciled to fuel purchased, and significant differences should be investigated.

**WE RECOMMEND** the Sheriff:

- A.1. Issue prenumbered receipt slips for all monies received and reconcile the composition of receipts to the composition of bank deposits.
2. Deposit receipts intact daily or when accumulated receipts exceed \$100.
3. Restrictively endorse checks and money orders immediately upon receipt.

4. Post all receipts to the cash control ledger on a timely basis.
- B. Turn over calendar monies to the County Treasurer as required by state law.
- C. Maintain a complete inventory record of all seized property including information such as a description, persons involved, current location, case number, and disposition of such property. In addition, perform periodic inventories of seized property.
- D. Reconcile fuel usage to fuel purchased and investigate significant differences.

### **AUDITEE'S RESPONSE**

*The Sheriff provided the following responses:*

- A. *These recommendations have been implemented.*
- B. *I was not aware these monies should be turned over to the county. I asked other County Sheriffs' who told me they used the money for law enforcement purposes. I will turn over the remaining \$300 and ensure future proceeds are turned over to the county.*
- C. *I have been actively working on inventorying all items stored in the property room to ensure everything is properly logged. I am currently working with the Prosecuting Attorney to determine which cases are active and those that have been disposed. I have received destruction orders for those cases (evidence) with final disposition.*
- D. *We are currently reviewing fuel usage to fuel purchases.*

<b>9. Prosecuting Attorney's Procedures and Controls</b>
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The Prosecuting Attorney's office collects court-ordered restitution and bad check restitution and fees. During a previous audit, numerous concerns were noted over the accounting controls and procedures of the Prosecuting Attorney's office. While several of our recommendations have been implemented, others have yet to be addressed and are included in the following areas of concern:

- A. Receipts are not always deposited on a timely basis. Receipts are normally deposited once or twice per week with an average deposit amount of \$500 to \$1,000. To adequately safeguard receipts and to reduce the risk of loss, theft, or misuse of funds, receipts should be deposited daily or when accumulated receipts exceed \$100.
- B. Monthly listings of open items (liabilities) are not reconciled to the cash balance. As of December 31, 2000, the reconciled bank balance totaling \$1,385 exceeded the open items listing by \$727.

Monthly listings of liabilities should be reconciled to the cash balance to ensure accounting records are in balance and that sufficient cash is available for the payment of liabilities.

- C. The employee responsible for receiving and depositing monies is not bonded. Adequate bonding is necessary to reduce the risk of loss if funds are mishandled.
- D. The Prosecuting Attorney's office maintains a log of bad checks turned over for collection; however, the log has not been updated in a timely manner. Our review of the bad checks on October 31, 2001, noted amounts owed for individuals that had been paid the previous week which had not been recorded on the log. In addition, the log did not list some individuals and amounts for bad checks that had been recently turned over to the Prosecutor's office for collection, although the Prosecutor's office had issued a 10 day letter seeking restitution. The Prosecutor's office should ensure all activity is promptly posted to the bad check log.

To ensure all bad checks are accounted for properly, a complete listing of all bad checks filed with the Prosecuting Attorney should be maintained and updated in a timely manner.

- E. The Prosecuting Attorney sometimes waives the bad check fee charged to the bad check writer; however, the waiver by the Prosecuting Attorney is not documented. To ensure bad check fees are properly charged and collected, all waivers should be adequately documented and approved by the Prosecuting Attorney.

Conditions similar to Parts A, C, and D. were noted in a prior report. In addition, similar concerns to Parts A. and B. were noted in our letter to the Dade County Prosecuting Attorney dated November 28, 2000.

**WE RECOMMEND** the Prosecuting Attorney:

- A. Ensure receipts are deposited intact daily or when accumulated receipts exceed \$100.
- B. Ensure that the monthly open items listing (liabilities) is reconciled to the cash balance on a monthly basis. Unidentified differences should be investigated and resolved.
- C. Obtain bond coverage for the employees of her office.
- D. Maintain a complete listing of all bad checks filed and their disposition and ensure the listing is updated in a timely manner.
- E. Approve and document all waivers of bad check fees.

## **AUDITEE'S RESPONSE**

*The Prosecuting Attorney provided the following responses:*

- A. We are currently complying with the recommendation.*
- B. A portion of the difference (at least \$238) is interest earned on our bank account during the last several years which we will turn over to the county. We will review the remaining difference and distribute according to state law.*
- C. The county is in the process of obtaining bond coverage for county employees.*
- D. We are complying with this recommendation. This occurred during the time period immediately following the death of our employee.*
- E. I will document everytime a fee is waived.*

<b>10. Health Center's Accounting Controls and Procedures</b>
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- A. Health Center disbursements have exceeded receipts for the four years ended December 31, 2000. As a result, the health center's financial condition has declined over the past several years. The following shows receipts, disbursements, and ending cash balances for the four years ended December 31, 2000:

	2000	1999	1998	1997
Cash balance, January 1,	46,407	68,259	87,135	106,966
Receipts	205,278	191,916	220,801	245,823
Disbursements	235,179	213,768	239,677	265,654
Cash balance, December 31,	16,506	46,407	68,259	87,135

The Board of Trustees should review discretionary disbursements to ensure efficient use of resources available to the health center and should attempt to maximize receipts from all sources. In addition, the board needs to ensure an effective system of accounting and administrative controls are in place, including an effective financial reporting system and procedures to monitor budgeted and actual activity. The recommendations contained in the remaining MAR, if implemented will help establish these controls and procedures.

- B. Budgets prepared by the health center were not accurate and complete. Incorrect cash balances have been reported to the board. The health center reported the following cash balances:

	Health Center	Audited	Difference
Cash balance, December 31, 1999	73,656	46,407	27,249
Cash balance, December 31, 2000	32,345	16,506	15,839

In addition, receipts and disbursements for 1999 and 2000 contained numerous classification errors and were not correctly stated. Receipts were overstated by approximately \$12,000 for 1999 and understated by approximately \$10,000 for 2000. Errors were also noted for disbursements during both years. The Board of Trustees did not adequately review the financial reports to ensure accurate information was presented. Adjustments have been made to the audited financial statements to correct these misclassifications and errors.

To be of maximum assistance to the health center and to adequately inform the public, the budget should accurately reflect the financial activity of the health center. In addition, accurate information is essential to provide reasonable estimates of anticipated receipts and disbursements so that the board may utilize the budget as a management tool and as a control over expenditures.

C. Our review of cash controls revealed the following:

1. Receipt slips are not issued for some monies received. To help ensure receipts are properly recorded and deposited, prenumbered receipt slips should be issued for all monies received immediately upon receipt. The receipt slip should indicate the method of payment (i.e. cash, checks, or money orders) and the composition should be reconciled to the bank deposits.
2. Monies received are not always deposited intact and are not deposited in a timely manner. Receipts are deposited approximately once per week and the amounts range from \$500 to \$1,000. To adequately safeguard receipts and reduce the risk of loss or misuse of funds, deposits should be made intact daily or when accumulated receipts exceed \$100.

D. The Health Center does not adequately monitor the vacation and sick leave balances of the employees. During our review of the health center's payroll records, we noted leave records that did not agree with the specific time sheets for some health center employees. The health center does not reconcile the leave records to the manual time sheets prepared by the employees to ensure leave is adequately recorded.

Accurate records of leave and compensatory time are necessary to ensure compliance with the Fair Labor Standards Act (FLSA) and to ensure employees are properly compensated for accumulated leave.

E. Additions of fixed asset are not always recorded as they occur and fixed asset purchases per the expenditure records are not reconciled to additions per the

inventory records. During our review of health center expenditures, we noted a computer and some computer related equipment that had not been added to the fixed asset records. Adequate general fixed asset records are necessary to safeguard the assets and to provide a basis for proper insurance coverage.

- F. The Health Center Board does not have a depositary contract with its depositary bank. A depositary agreement is necessary to ensure both the bank and the board understand and comply with the agreement. Such an agreement may cover issues such as costs of checking accounts and safe deposit boxes, interest charges for borrowed funds, interest to be paid on certificates of deposit, savings accounts, and interest bearing checking accounts, and should include collateral securities required to be pledged. No formal written depositary agreements and inadequate collateral securities leave board funds unsecured and subject to loss in the event of bank failure.
- G. The health center did not publish annual financial statements. Section 50.800 and 50.810, RSMo 2000, requires annual financial statements to be published for all county funds. To adequately inform the citizens of the health center's financial activities, the board should publish annual financial statements of the Health Center Fund.

**WE RECOMMEND** the Health Center Board of Trustees:

- A. Take the necessary steps to improve the financial condition of the health center and develop a plan to seek additional revenue sources and reduce operating costs to maintain a balance sufficient to service health center operations.
- B. Ensure that the budget is prepared accurately to reflect the financial activity of the health center.
- C.1. Require that prenumbered receipt slips to be issued for all monies received. In addition, the method of payment should be recorded on the receipt slips and the composition of receipts should be reconciled to deposits.
- 2. Deposit all monies intact daily or when accumulated receipts exceed \$100.
- D. Ensure accurate records of leave and compensatory time are maintained.
- E. Record all additions of fixed assets as they occur and ensure purchases are reconciled periodically to additions to the property records.
- F. Enter into a written depositary agreement with any bank which holds board monies.
- G. Publish annual information for the Health Center Fund in accordance with state law.

## **AUDITEE'S RESPONSE**

*The Health Center Board of Trustees provided the following responses:*

- A. We are always looking at additional programs to provide funding for the health center and improve benefits to the county. Our financial status at the end of 2001 has improved with a reconciled cash balance of approximately \$31,000 (at December 31, 2001). We continually monitor the financial condition of the health center.*
- B. Greater care will be taken to ensure the budget document is prepared accurately.*
- C.1. We are currently posting receipts for all monies received.*
  - 2. This will be implemented.*
- D. We are currently tracking all leave on a manual basis.*
- E. We have taken a complete inventory of all health center assets and brought our fixed asset record up-to-date.*
- F. We will obtain a depository agreement.*
- G. This will be done for calendar year 2001.*

This report is intended for the information of the management of Dade County, Missouri, and other applicable government officials. However, this report is a matter of public record and its distribution is not limited.

## Follow-Up on Prior Audit Findings



DADE COUNTY, MISSOURI  
FOLLOW-UP ON PRIOR AUDIT FINDINGS

In accordance with *Government Auditing Standards*, this section reports the auditor's follow-up on action taken by Dade County, Missouri, on findings in the Management Advisory Report (MAR) of our audit report issued for the two years ended December 31, 1996.

The prior recommendations which have not been implemented, but are considered significant, are repeated in the current MAR. Although the remaining unimplemented recommendations are not repeated, the county should consider implementing those recommendations.

1. County Expenditures

- A. The county did not solicit bids for the purchase of a patrol car from the Sheriff.
- B. The county did not always solicit bids nor was bid documentation always retained for various purchases.
- C. The county did not make the required monthly payments to the Missouri Office of Prosecuting Services (MOPS) for the retirement fund.
- D. The county overpaid an engineering firm resulting from the county not reconciling individual invoices to the progress invoice submitted by the engineering firm.
- E. The county did not deposit the monies received from the state Peace Officer Standards and Training Commission Fund in a separate Law Enforcement Training Fund.

Recommendation:

The County Commission:

- A. Solicit bids for all purchases from county officials and accept the lowest bids.
- B. Solicit bids for all purchases in accordance with state law and maintain documentation of bids. If bids cannot be obtained and sole source procurement is necessary, the official commission minutes should reflect the necessitating circumstances.
- C. Authorize a payment of \$10,500 to the Missouri Office of Prosecution Services for amounts due as of December 31, 1997, and make monthly payments of \$375 as required by state law.
- D. Reconcile the individual paid invoices to progress invoices submitted by the engineering firm and seek reimbursement of the \$5,461 overpayment.

- E. Establish a Law Enforcement Training Fund to account for training fees received.

Status:

A, C

&E. Implemented.

B&D. Not implemented. See MAR finding number 2.

2. Budgets and Published Financial Statements

- A. Formal budgets were not prepared for various county funds and the budgets for the Health Center Fund were not filed with the State Auditor's office.
- B. Actual expenditures exceeded budgeted amounts in the Special Road and Bridge Fund in 1996 and 1995.
- C. The county's annual published financial statements did not include the financial activity of some county funds.

Recommendation:

The County Commission:

- A. Ensure budgets are prepared or obtained for all county funds and filed with the State Auditor's office as required by state law.
- B. Keep expenditures within the budgetary limits. Extenuating circumstances should be fully documented and budgets properly amended in accordance with state law.
- C. Ensure financial information for all county funds is reported in the annual published financial statements in accordance with state law.

Status:

- A. Partially implemented. The Health Center Fund was filed with the State Auditor's office; however, budgets were not prepared for various funds. See MAR finding number 1.
- B. Partially implemented. Although actual expenditures did not exceed budgeted amounts for the Special Road and Bridge Fund, actual expenditures exceeded budgeted amounts in various county funds. See MAR finding number 1.

- C. Partially implemented. All of the county funds were published except the Law Library Fund and the Circuit Clerk Interest Fund. The Health Center Board of Trustees did not publish financial statements for the health center. See MAR finding number 10.

3. Personnel Policies and Procedures

- A. Most county employees did not prepare or file time sheets with the County Clerk's office.
- B. The county had not adopted a countywide overtime policy.
- C. Centralized leave records were not maintained and the county had not adopted a countywide sick leave policy nor a vacation policy for part-time employees.

Recommendation:

The County Commission:

- A. Require all county employees to complete time sheets which reflect actual time worked. The records should be prepared by employees, approved by the applicable supervisor, and filed with the County Clerk.
- B. Adopt an overtime policy for all nonexempt county employees in compliance with the FLSA.
- C. Maintain centralized leave records for all county employees. In addition, a formal vacation leave policy for part-time employees as well as a sick leave policy for all county employees should be adopted.

Status:

A&B. Implemented.

- C. Partially implemented. The county has adopted a formal vacation leave policy for part-time employees and a sick leave policy for all county employees; however, centralized leave records are not maintained. See MAR finding number 3.

4. Federal Financial Assistance

- A. The county had not adopted a formal policy of nondiscrimination.
- B. Deputies did not prepare time sheets to support salary reimbursements received under the Domestic Cannabis Eradication/Suppression Program.

Recommendation:

The County Commission:

- A. Establish a written nondiscrimination policy to ensure compliance with the Civil Rights Act. Civil rights policy statements should be adequately communicated.
- B. Contact the federal grantor agency to resolve the questioned costs and ensure time sheets or other documentation to support federal personal service expenditures are maintained.

Status:

- A. Implemented.
- B. The county did not continue the Domestic Cannabis Eradication/Suppression program and was not required to pay back any money.

5. County Officials' Compensation

- A. The County Clerk had not attended training but accepted the portion of his compensation that was contingent upon training. At December 31, 1994, the total amount due from the County Clerk to the General Revenue Fund was \$16,000.
- B. The County Coroner was overpaid \$1,000 because he did not attend training.
- C. The county paid a portion of the Prosecuting Attorney's official salary to an assistant prosecuting attorney.

Recommendation:

The County Commission:

- A. Seek reimbursement of \$16,000 from the County Clerk and ensure the County Clerk obtains proof of training for 1995.
- B. Seek reimbursement of \$1,000 from the County Coroner, and require the County Coroner to file a training certificate or exemption before paying the portion of his salary dependent upon training.
- C. Discontinue paying a portion of the Prosecuting Attorney's salary to an assistant prosecutor.

Status:

- A. The County Clerk obtained proof of training for 1995. A special prosecutor was appointed by the Circuit Judge in March 2000 to review a complaint filed with the circuit court by a county resident related to the salary overpayment. A settlement was reached in October 2000 that provided repayment of \$4,000. Clerk McGuire made his final payment in October 2001.

B&C. Implemented.

6. Prosecuting Attorney's Controls and Procedures

- A. The cash control ledger did not provide an accurate summary of transactions. Checks totaling \$230 were disbursed from the bank account; however, receipts identifiable to this disbursement could not be traced to specific bank deposits.
- B. Receipts were not deposited intact on a timely basis. The Prosecuting Attorney's clerk used personal money to make change.
- C. The method of payment received was not indicated on the receipt slips.
- D. Money orders received were not restrictively endorsed immediately upon receipt and were kept in an unsecured location.
- E. A complete listing of all bad checks received and their disposition was not maintained.
- F. Documentation of the monthly bank reconciliations were not maintained.
- G. Accounting duties were not adequately segregated.
- H. The employee responsible for receiving and depositing monies was not bonded.
- I. Additional compensation totaling \$1,800 was paid to employees of the Prosecuting Attorney for overtime and year-end bonuses. Time sheets were not completed to document the overtime incurred.

Recommendation:

The Prosecuting Attorney:

- A. Investigate the \$230 of undeposited receipts and take appropriate action to recover any missing amounts. A complete cash control ledger should be maintained and procedures should be established to ensure proper reconciliations of receipts, deposits, and disbursements.

- B. Deposit all monies received intact daily or when accumulated receipts exceed \$100. In addition, the Prosecuting Attorney should establish a change fund and maintain it at a constant amount if needed, and discontinue commingling personal monies with official receipts.
- C. Indicate the method of payment on all receipt slips and reconcile the composition of receipts to the composition of bank deposits.
- D. Restrictively endorse all money orders payable to the Prosecuting Attorney immediately upon receipt and keep them in a secure location until deposited.
- E. Maintain a complete listing of all bad checks filed and their disposition.
- F. Retain documentation of monthly bank reconciliations.
- G. Adequately segregate accounting duties to the extent possible or ensure periodic supervisory reviews are performed and documented.
- H. Obtain bond coverage for the employees of her office.
- I. Discontinue paying bonuses to employees and ensure documentation of all overtime worked is maintained.

Status:

- A. The Prosecuting Attorney reviewed the situation and determined the payments were made directly to the victim.
- B. Partially implemented. The Prosecuting Attorney only accepts money orders; therefore, personal monies are not used to make change. Deposits are not made timely. See MAR finding number 9.

C,D,F,  
G&I. Implemented.

E&H. Not implemented. See MAR finding number 9.

7. Sheriff's Controls and Procedures

- A. Receipts totaling \$700 were not deposited into the Sheriff's bank account during the last two audits.
- B.1. Receipt slips were not issued for monies received and the method of payment (cash, check, money order, etc.) was not indicated on the receipt slips.

2. Receipts were not deposited intact on a timely basis.
  3. Checks and money orders received were not restrictively endorsed upon receipt.
  4. Some bonds were transmitted directly to various courts without obtaining receipts from the applicable court documenting their turnover. In addition, bonds were not transmitted to the applicable courts in a timely manner.
  5. The cash control ledger was not complete and receipts were not posted to the cash control ledger on a timely basis.
- C. Monies received for advertising space on the Sheriff's department calendar were retained by the Sheriff and not properly accounted for.
- D. Fees were not turned over to the County Treasurer on a monthly basis.
- E. Listings of open items (liabilities) were not prepared.
- F. Accounting duties were not adequately segregated.

Recommendation:

The Sheriff:

- A. Investigate the \$700 of undeposited receipts and take appropriate action to recover this amount.
- B.1. Issue prenumbered receipt slips for all monies received and account for the numerical sequence. In addition, the Sheriff should indicate the method of payment on all receipt slips and reconcile the composition of receipts to the composition of bank deposits.
2. Deposit receipts intact daily or when accumulated receipts exceed \$100.
  3. Restrictively endorse checks and money orders immediately upon receipt.
  4. Deposit all bond monies into the bond account, or, if bond monies must be transmitted directly to various courts, ensure the bonds are transmitted immediately and receipt slips from the courts are retained.
  5. Post all receipts to the cash control ledger on a timely basis.
- C. Turn over calendar monies to the County Treasurer as required by state law. The Sheriff should attempt to identify monies received in 1995 and any unaccounted monies should be turned over to the county.

- D. Turn over all fees to the County Treasurer on a monthly basis as required by state law.
- E. Prepare monthly listings of open items and reconcile to the cash balances. Differences between the open items and cash balances should be investigated and resolved.
- F. Adequately segregate accounting duties to the extent possible or ensure periodic supervisory reviews are performed and documented.

Status:

- A. Not implemented. The former Sheriff indicated the missing monies were investigated and taken care of. We were unable to determine that any of the missing monies had been repaid or resolved by the former Sheriff. Although not repeated in our current MAR, our recommendation remains as stated above.

B.1-3,

B.5,

- &C. Not implemented. See MAR finding number 8.

B.4,D,

E&F. Implemented

8. County Clerk's Procedures

- A. The County Clerk did not maintain an account book with the Ex Officio County Collector.
- B. Additions to the tax books were made by the township collectors or the Ex Officio County Collector only when the taxes were paid. State law required the County Clerk to prepare all additions and charge these amounts to the collectors.

Recommendation:

- A. Establish and maintain an account book of the Ex Officio County Collector's and township collector's transactions, and the County Commission make use of this account book to verify the Ex Officio County Collector's annual settlements.
- B. Prepare any additions to the tax books and charge the collectors with the additions at the time the additions are prepared.

Status:

- A&B. Not implemented. See MAR finding number 5.



9. County Assessor's Controls and Procedures

- A. A monthly report of fees collected was not filed with the County Commission.
- B. Receipts were maintained in an unsecured location and were transmitted approximately every two months.
- C. Receipts were not transmitted intact to the County Treasurer.
- D. The County Assessor allowed her employees to borrow from the cash receipts.
- E. Prenumbered receipt slips were not accounted for properly.

Recommendation:

The County Assessor:

- A. Prepare monthly reports of fees as required by state law.
- B. Keep receipts in a secure location, and transmit receipts at least monthly to the County Treasurer.
- C. Transmit all receipts intact to the County Treasurer. If a petty cash fund is needed, it should be maintained at a constant amount and all reimbursements to the petty cash fund should be made by warrant requests approved by the County Commission.
- D. Discontinue the practice of allowing employees to borrow from cash receipts.
- E. Retain the carbon copies of all receipt slips and the original copies of all voided receipt slips.

Status:

- A-C,  
& E. Not implemented. The new assessor took office in September 2001 and made some improvements. Although not repeated in our current MAR, our recommendation remains as stated above.
- D. Implemented.

10. Health Center

- A. The method of payment received was not always indicated on receipt slips.
- B. Checks were occasionally signed in advance by one of the board members.

- C. The health center did not have a written depositary agreement with its depositary bank. The depositary bank did not pledge collateral securities to cover amounts in excess of Federal Deposit Insurance Corporation (FDIC) coverage.
- D. The health center's general fixed asset records were in need of improvement.

Recommendation:

The Health Center Board of Trustees:

- A. Indicate the method of payment received on all receipt slips and reconcile the composition of receipt slips issued to the composition of bank deposits.
- B. Ensure checks are not signed in advance of their preparation.
- C. Enter into written depositary contracts with all banks which hold health center monies and ensure adequate collateral securities are pledged for all funds on deposit in excess of FDIC coverage.
- D.1. Maintain general fixed asset records in a manner that beginning balances, additions, and deletions can be reconciled to year-end balances.
  - 2. Maintain general fixed asset records with a detailed description of each item to include acquisition dates, serial numbers, cost, and date and method of disposition.
  - 3. Record additions of general fixed assets as they occur and reconcile general fixed asset purchases to additions to the property records.

Status:

A, D.1

&D.3. Not implemented. See MAR finding number 10.

B&

D.2. Implemented.

- C. Partially implemented. The health center funds were adequately secured; however, the health center has not entered into a depositary agreement with its depositary bank. See MAR finding number 10.

## STATISTICAL SECTION

History, Organization, and  
Statistical Information

DADE COUNTY, MISSOURI  
HISTORY, ORGANIZATION,  
AND STATISTICAL INFORMATION

Organized in 1841, the county of Dade was named after Francis L. Dade, a pioneer settler. Dade County is a township-organized, third-class county and is part of the Twenty-Eighth Judicial Circuit. The county seat is Greenfield.

Dade County's government is composed of a three-member county commission and separate elected officials performing various tasks. The county commission has mainly administrative duties in setting tax levies, appropriating county funds, appointing board members and trustees of special services, accounting for county property, maintaining county roads and bridges, and performing miscellaneous duties not handled by other county officials.

Principal functions of these other officials relate to judicial courts, law enforcement, property assessment, property tax collections, conduct of elections, and maintenance of financial and other records of importance to the county's citizens.

Counties typically spend a large portion of their receipts to support general county operations and to build and maintain roads and bridges. The following chart shows from where Dade County received its money in 2000 and 1999 to support the county General Revenue and Special Road and Bridge Funds:

SOURCE	2000		1999	
	AMOUNT	% OF TOTAL	AMOUNT	% OF TOTAL
Property taxes	\$ 116,518	11	71,132	7
Sales taxes	229,901	21	217,113	22
Federal and state aid	618,119	55	574,100	58
Fees, interest, and other	149,743	13	129,884	13
Total	\$ 1,114,281	100	992,229	100

The following chart shows how Dade County spent monies in 2000 and 1999 from the General Revenue and Special Road and Bridge Funds:

USE	2000		1999	
	AMOUNT	% OF TOTAL	AMOUNT	% OF TOTAL
General county government	\$ 402,328	35	370,456	34
Public safety	128,000	11	91,500	8
Highways and roads	634,507	54	646,207	58
Total	\$ 1,164,835	100	1,108,163	100

In addition, Dade County received \$298,945 and \$300,248 of revenues in the Law Enforcement Fund and expended \$299,229 and \$327,743 for the purpose of public safety in 2000 and 1999.

The county maintains approximately 115 county bridges and 586 miles of county roads.

The county's population was 6,850 in 1970 and 7,449 in 1990. The following chart shows the county's change in assessed valuation since 1970:

		Year Ended December 31,				
		2000	1999	1985*	1980**	1970**
		(in millions)				
Real estate	\$	37.4	36.6	26.5	12.8	9.5
Personal property		18.7	16.4	10.6	6.1	3.8
Railroad and utilities		14.2	13.7	7.3	7.3	3.9
Total	\$	70.3	66.7	44.4	26.2	17.2

\* First year of statewide reassessment.

\*\* Prior to 1985, separate assessments were made for merchants' and manufacturers' property. These amounts are included in real estate.

Dade County's property tax rates per \$100 of assessed valuations were as follows:

		Year Ended December 31,	
		2000	1999
General Revenue Fund	\$	.14	.13
Health Center Fund		.10	.10

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on September 1 and payable by December 31. Taxes paid after December 31 are subject to penalties. The county and townships bill and collect property taxes for itself and most other local governments. Taxes collected were distributed as follows:

	Year Ended February 28 (29),	
	2001	2000
State of Missouri	\$ 20,997	20,347
General Revenue Fund	103,868	86,855
Road Funds	286,987	278,357
Assessment Fund	36,757	33,805
Health Center Fund	69,235	66,910
School districts	2,481,841	2,299,398
Library district	63,533	60,650
Ambulance district	62,078	59,648
Fire protection district	64,947	2,867
Townships	73,744	70,868
Hospital district	22	22
Nursing home district	161,045	90,726
Technical college district	16,828	15,847
Cities	19,984	19,695
County Clerk	10,405	10,756
County Employees' Retirement Fund	6,685	7,350
Commissions and fees:		
Townships	32,827	30,590
General Revenue Fund	31,852	31,665
Total	\$ <u>3,543,635</u>	<u>3,186,356</u>

Percentages of current taxes collected were as follows:

	Year Ended February 28 (29),	
	2001	2000
Real estate	92.3 %	93.5 %
Personal property	92.9	91.5
Railroad and utilities	100	100

Dade County also has the following sales taxes; rates are per \$1 of retail sales:

	Rate	Expiration Date	Required Property Tax Reduction
General	\$ .0050	None	50 %
Law enforcement	.0050	None	None
Local option use tax	Fluctuates with local sales tax rate		

The elected officials and their compensation paid for the year ended December 31 (except as noted) are indicated below.

Officeholder	2001	2000	1999
County-Paid Officials:			
Rex A. Wilkinson, Presiding Commissioner	\$	18,800	18,800
Joe E. McGee, Associate Commissioner *		16,800	16,800
Franklin Heiskell, Associate Commissioner *		16,800	16,800
Larry W. McGuire, County Clerk		29,440	29,440
Randee Stemmons, Prosecuting Attorney		33,540	33,540
Wayne Spain, Sheriff		28,025	27,725
Mark A. White, County Coroner		1,480	1,480
Mary E. Brown, Public Administrator **		8,067	7,577
Rod O'Connor, Treasurer and Ex Officio County Collector, year ended March 31,	23,262	22,901	
Sharon Lee Williams, County Assessor ***, year ended August 31,		28,800	28,800
Clark McLemore, County Surveyor ****		N/A	
Sam L. Orr, County Surveyor *****			N/A

\* The Associate Commissioners' salary amounts included a \$3,200 (per year) mid-term salary increase given pursuant to Section 50.333.13, RSMo, which the Missouri Supreme Court held was unconstitutional. Both Associate Commissioners repaid their mid-term raise totaling \$6,400 in September 2001.

\*\* Includes fees received from probate cases.

\*\*\* Includes \$900 annual compensation received from the state.

\*\*\*\*\* Compensation on a fee basis.

State-Paid Officials:

Brenda Adams, Circuit Clerk and Ex Officio Recorder of Deeds	46,127	44,292
David R. Munton, Associate Circuit Judge	97,382	87,235



A breakdown of employees (excluding the elected officials) by office at December 31, 2000, is as follows:

Office	Number of Employees Paid by	
	County	State
Circuit Clerk and Ex Officio Recorder of Deeds	2	3
County Clerk	2	
Prosecuting Attorney	3	
Sheriff	8	
Treasurer and Ex Officio County Collector	1	
County Assessor	2	
Health Center	13	
Total	<u>31</u>	<u>3</u>

In addition, the county pays a proportionate share of the salaries of other circuit court-appointed employees. Dade County's share of the Twenty-Eighth Judicial Circuit's expenses is 14.93 percent.

\* \* \* \* \*